

ProcureAz Alert

Date: February 10, 2016

To: State Agencies

From: ProcureAZ Help Desk

Re: ProcureAZ Alert – "Stuck" Documents will be Unlocked Tonight

Documents locked in a pending status over the past four days (2/7/16 - 2/10/16) in ProcureAZ will be unlocked tonight after close of business. Locked documents as of this morning:

Requisitions	99
POs	49
Receipts	73
Invoices	120

A follow up email will be sent after the unlock process is complete.

The next scheduled day to unlock documents is Friday, February 19th.

If you have any questions or concerns, please contact the Help Desk at 602-542-7600, option 3, or email procure@azdoa.gov.

Thank you!

PROCUREAZ HELP DESK

602-542-7600

procure@azdoa.gov